

## **Vital Statistics Office records & files births & deaths that occur within the City of Rome**

Once these records are recorded, they are kept on file in this office. Birth and death certificates are issued as needed Monday-Friday from 8:30am-4:30pm. If you need a record of birth or death and no longer live in the area, these records can be easily obtained through the mail.

We have records on file dating from the year 1882, for persons doing family histories. They are able to obtain birth & death records of deceased family members. These records are stamped "*for genealogical use only*".

### **Information needed to obtain a birth certificate:**

Name: first, full middle, last

DOB: date you were born

Mother's full name: using "maiden name" (before marriage)

Father's full name

Reason: why you need the birth certificate.

Identification: copy of your current driver's license or state issued identification card.

Payment: In the form of a money order only - \$10.00 per copy - made payable to Rome City Clerk

*\* Please include a self addressed stamped envelope\**

The return mail policy is within 2 days upon receipt of the request.

### **Information needed to obtain a death record:**

Full name of deceased

Date of death

Relationship to the deceased

Reason: why you need the death certificate.

Identification: Copy of your current driver's license or state issued identification card.

Payment: In the form of a money order only - \$10.00 per copy - made payable to Rome City Clerk

*\* Please include a self addressed stamped envelope\**

The return mail policy is within 2 days upon receipt of the request.

### **Information needed to obtain Genealogy copies:**

*\*Death Records* must be on file for at least 50 years for record to be released. You must be a direct descendent of the deceased to obtain the record.

*\*Birth Records* must be on file for at least 75 years for record to be released. You must be a direct descendent of the deceased to obtain the record. You must also provide documentation that the individual on the birth record is deceased.

*\*Marriage Records* must be on file for at least 50 years for record to be released. You must provide documentation showing that both parties are deceased.

Identification: Copy of your current driver's license or state issued identification card.

Payment: In the form of a money order - \$22.00 per 3 year search - made payable to Rome City Clerk.

The return mail policy is within 5-7 days upon receipt of the request, depending on the search.

### **Mail all requests to:**

**Office of the City Clerk  
198 N. Washington St.  
Rome, New York 13440**